



**MANITO
ART LEAGUE**

SILENT AUCTION

URL to get into your Dashboard page:

Click the link below to access your page.

<https://manito-art-league.appsmith.com/app/manito-art-league/sashboard-6993611be202ea433b6fdac1>

year	total_soldfor	total_value	total_percent

On your Dashboard:

- Click on Silent Auction Maintenance button to get into maintenance of the records
- Click on the Reports button to get to the Reports.
- Documentation is available on the buttons in the screens. Pdf download.

NOTES:

- Data is REAL TIME Data, so make sure what you change is correct for the existing data.
- Deletions are not able to be done at this time. **For any record needing to be deleted, remove the data EXCEPT the Name.**
- This is LIVE, so data integrity is enabled, so if you see it is not updating, someone else may be updating that record. Try again later.
- The Customer Database covers ALL persons involved as members, patrons, artists, non-members, etc. Please be wary about changes on this database with persons.
- You can freeze columns to move thru the data.

RULES ON ENTRY:

- Entering is case sensitive
- All fields do not need to be entered

- **DO NOT** use PERIODS or COMMAS!! All rows do not need to be entered, but each table **will** create an empty record for future use.
- **DO NOT** use PERIODS or COMMAS!!
- State is two letters ex: **WI**
- **Address** for PO Box is PO Box. Do not separate the PO, no periods. PO Box should be on the first address line. This helps for labels and post office standards.
- IF there is a **PO BOX** address- and other street address – POBox goes in the first address field and Street address goes in the second address field. This is helpful for mailing labels for Post office Regulations- POBox first. If not POB, then street address goes in the first address field.
- Yes or No >**DO NOT USE ALL CAPS** = Yes, NOT YES. (This makes things accurate when reporting)
- Phone format = 715-256-9833 USE DASHES
- **YEAR = 4 digits**, NOT 2. (2025)
- Volunteer fields are Years, to keep track of what year they can help (XXXX) Im sure we will be making changes to this in time. But we need to be consistent. This is a text field so if we want to make changes in the future we can.
- Business vs people. Business name goes into the LastName, First name will remain blank and Partner field will have the Full Owner NameCustid is for those that are members, you can lookup the custid in members report.

SILENT AUCTION MAINT. INSTRUCTIONS

- Silent Auction Interactive Report- Add, Edit and Delete Records (delete in the future)

Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor	au_title
	7	2025	\$ 170	Vicki Langer	715-892-1209	Alfery, Christine	Yellow Bird
	7	2025				Alfery, Christine	Earth's Jamboree
	14	2025	\$ 100	Mark White	843-601-2501	Babb, Phil	Hat (Figurative)
	14	2025	\$ 220	Mark White	843-601-2501	Babb, Phil	Early Snow (Land.
	17	2025	\$ 110	Robin Pyrcik	630-921-1600	Barnhill, David	Heaven's River Ri.
	17	2025				Barnhill, David	Milky Way over Bi.

SORTING:

- Click or hover over/on the arrow next to the Field (Up= Ascending, Down=Descending) on any column you want to sort.

[ADD NEW ITEM](#)[HOME](#)[Silent Auction Docu](#)

Filters Download 37 Records <

au_year	au_soldfor	au_purchby	au_phone	au_donor
2025	\$ 170	Sort column ascending Sort column descending Freeze column left Freeze column right Mark White	715-892-1209	Alfery, Christine
2025				Alfery, Christine
2025	\$ 100		843-601-2501	Babb, Phil
2025	\$ 220		843-601-2501	Babb, Phil
2025	\$ 110		630-921-1600	Barnhill, David

SEARCHING:

For advanced searching, use the filter

TO FILTER:

- Click on the filter:
- You have many options here...You can search on any field with specific selections.

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Search... Filters Download

Save Move Change column dropdown to see filter operators X

Where Attribute

		au_purchby	au_phone	
	Vicki Langer	715-892-1209	Al	
				Al
S	14	2025	\$ 100	Mark White
S	14	2025	\$ 220	Mark White

- Select the Attribute (fields/column) you want to find.

Search... Filters Download 37 F

Save Move Change column datatype to see filter operators X

Where Attribute

			<input type="checkbox"/> au_purchby	<input type="checkbox"/> au_phone	<input type="checkbox"/> au_dc
	Vicki Langer	715-892-1209	Alfery, C		
			Alfery, C		
	14	\$ 100	Mark White	843-601-2501	Babb, Ph
	14	\$ 220	Mark White	843-601-2501	Babb, Ph
	17	\$ 110	Robin Pyrcik	630-921-1600	Barnhill,
	17				Barnhill,
	37	\$ 60	Jennifer Dodge	715-892-7275	Bokern, E
	47	\$ 300	Gail Vandewalker	319-360-3687	Brimmer,
	54	\$ 110	Paul Pyrcik	630-921-1600	Burgess,

- For Instance, if you want to find a person but not sure on the correct spelling
- You could use “contains”

Search... Filters Download 37 Records Page 1

Save Move Change column datatype to see filter operators X

Where au_donor

contains

			<input type="checkbox"/> au_purchby	<input type="checkbox"/> au_phone	<input type="checkbox"/> au_donor	<input type="checkbox"/> au_tit
	Vicki Langer	715-892-1209	Alfery, Christine	Yellow B		
			Alfery, Christine	Earth's J		
	14	2025	Mark White	843-601-2501	Babb, Phil	Hat (Figur
	14	2025	Mark White	843-601-2501	Babb, Phil	Early Sn
	17	2025	Robin Pyrcik	630-921-1600	Barnhill, David	Heaven's
	17	2025			Barnhill, David	Milky W
	37	2025	Jennifer Dodge	715-892-7275	Bokern, Emily	In A Row
	47	2025	Gail Vandewalker	319-360-3687	Brimmer, Shannon	Grace
	54	2025	Paul Pyrcik	630-921-1600	Burgess, Sean	Admirati
	54	2025			Burgess, Sean	Dragonfl

- Enter letters of the lastname of the person you are finding and press Apply.

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ADD NEW ITEM

HOME

Search... Filters Download

Move Change column datatype to see filter operators

Where au_donor contains va

+ Add Filter

CLEAR ALL APPLY

	au_donor	contains	au_phone	au_title
	14	2025	\$ 220	Mark White
	17	2025	\$ 110	Robin Pyrcik

- You will see your results.
- X out to see the record

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Search... Filters (1) Download

Move Change column datatype to see filter operators

Where au_donor contains va

+ Add Filter CLEAR ALL APPLY

	au_donor	contains	au_phone	au_donor	au_title
	Man	va	262-483-2819	Varga, Susan	Portraits of Bloom
	Varga, Susan			Mandala Intuitive .	

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Search... Filters (1) Download

Move Change column datatype to see filter operators

Where au_custid contains 363

+ Add Filter CLEAR ALL APPLY

Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor	au_title
	363	2025	\$ 100	Sandy Cashman	262-483-2819	Varga, Susan	Portraits of Bloom
	363	2025				Varga, Susan	Mandala Intuitive .

- To get back to the full table and see all the records, go back into filters and press CLEAR ALL.
- This will refresh all records back.

ADD NEW MEMBER

Search... Filters (1) Download

Move Change column datatype to see filter operators

Where Lastname contains wei

+ Add Filter CLEAR ALL APPLY

- And then click on the X to get out.

Search... Filters Download

Save Move Change column datatype to see filter operators

Where Attribute

	1	Achauer	Jeannine
--	---	---------	----------

TO USE THE SEARCH BOX: - CustId and Donor Name for Search Only

- Type in the letters and it will pop in the matching records.

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Search... Filters Download

Save	au_custid	au_year	au_soldfor	au_purchby	au_p
	54	2025	\$ 110	Paul Pyrcik	630-921
	54	2025			
	105	2025			
	152	2025			

- Same thing happens when you type in the custid
- The more letters you type in, the more the record will pop to the top

- Click on the “x” to clear the selection

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ADD NEW ITEM

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Filters Download

Save	au_custid	au_year	au_soldfor	au_purchby	au_p
	54	2025	\$ 110	Paul Pyrcik	630-921
	54	2025			
	105	2025			
	152	2025			
	7	2025	\$ 170	745 800	

CUSTID LOOKUP:

EDITING:

- To EDIT a field, Hover over the column and Click on the Arrow next to the column you are changing.
- Make your changes

	17	2025	\$ 110	Robin Pyrcik	630-921-1600	Barnhill, David	
	17	2025				Barnhill, David	
	37	2025	\$ 60	Jennifer Dodge	715-892-7275	Bokern, Emily	
	47	2025	\$ 300	Gail Vandewalker	319-360-3687	Brimmer, Shannon	

	14	2025	\$ 100	IVANIK VILLE	040-001-2001	Babb, Phil	Early S
	14	2025	\$ 220	Mark White	843-601-2501	Babb, Phil	Early S
	17	2025	\$ 110	Robin Pyrcik	630-921-1600	Barnhill, David	Heaver
	17	2025		Kat Nordby		Barnhill, David	Milky V
	37	2025	\$ 60	Jennifer Dodge	715-892-7275	Bokern, Emily	In A Ro
	47	2025	\$ 300	Gail Vandewalker	319-360-3687	Brimmer, Shannon	Green

- Click SAVE when done Editing
- Changes saved will display when saved is clicked.
- A pop-up Update successfully will appear

Pages / SAuction_Maint

Record updated successfully

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Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor
	7	2025	\$ 170	Vicki Langer	715-892-1209	Alfery, Christine Y
	7	2025				Alfery, Christine E
	14	2025	\$ 100	Mark White	843-601-2501	Babb, Phil F
	14	2025	\$ 220	Mark White	843-601-2501	Babb, Phil E
	17	2025	\$ 110	Robin Pyrcik	630-921-1600	Barnhill, David F
	17	2025		Kat Nordby		Barnhill, David N
	37	2025	\$ 60	Jennifer Dodge	715-892-7275	Bokern, Emily I

TO FIND THE DONORS FOR ENTRIES FOR EACH PERSON:

- Click on the custid number...
- You can find a person by last name also first but then must click the custid

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ADD NEW PERSON **HOME** **SilentAuction Instructions** **Refresh**

Q 1 Search... Filters Download 373 Records Page 1 of 63

Save	ArtClick	Lastname	Firstname	BusinessNa...	Partner	Birthdate	Street	Addr2	City	State
	7	Alfery	Christine		Brad		2127 To Tom Drive		Lac du Flambeau	WI
	17	Barnhill	David		Phyllis Schuit		7164 Clawson Drive		Hazelhurst	WI
	37	Bokern	Emily		Jim		4795 Lavigne Rd		Manitowish Waters	WI
	47	Brimmer	Shannon				14263 Harris Cree...		Winchester	WI
	57	Bussey	Dorota				46829 Benson Road		Ashland	WI
	407	Carroll	Jamie				303 Parkmont Dr		Greensboro	NC

Q Search... Filters Download + Add new row 0 Records Page 1 of 0

Save	au_id	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_value	au_title	au_size
	1	7	2025	170	Vicki Langer	715-892-1209	450	Yellow Bird	20x20

- This will bring up the donor records

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ADD NEW PERSON **HOME** **SilentAuction Instructions** **Refresh**

Q 7 Search... Filters Download 373 Records Page 1 of 63

ave	ArtClick	Lastname	Firstname	BusinessNa...	Partner	Birthdate	Street	Addr2	City	State
	7	Alfery	Christine		Brad		2127 To Tom Drive		Lac du Flambeau	WI
	17	Barnhill	David		Phyllis Schuit		7164 Clawson Drive		Hazelhurst	WI
	37	Bokern	Emily		Jim		4795 Lavigne Rd		Manitowish Waters	WI
	47	Brimmer	Shannon				14263 Harris Cree...		Winchester	WI
	57	Bussey	Dorota				46829 Benson Road		Ashland	WI
	407	Carroll	Jamie				303 Parkmont Dr		Greensboro	NC

Q Search... Filters Download + Add new row 2 Records Page 1 of 1

ave	au_id	au_custid	au_year	au_soldfor	au_purchay	au_phone	au_value	au_title	au_size
	1	7	2025	170	Vicki Langer	715-892-1209	450	Yellow Bird	20x20
	2	7	2025				150	Earth's Jamboree	15 x 18

To EDIT or ADD a Donors record:

- Click on the Yellow Custid you want to Add an artist record to the entry history
- You will see the information if any below
- To add a record, click on +Add new row

The screenshot shows a table with columns: ave, ArtClick, Lastname, Firstname, BusinessNa..., Partner, Birthdate, Street, Addr2, City, State. Below this is another table with columns: ave, au_id, au_custid, au_year, au_soldfor, au_purchby, au_phone, au_value, au_title, au_size. A red circle highlights the 'au_custid' field in the first row of the second table.

Add New Row

ave	au_id	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_value	au_title	au_size
Save	1	7	2025	170	Vicki Langer	715-892-1209	450	Yellow Bird	20x20
Save	2	7	2025				150	Earth's Jamboree	15 x 18

Discard **Save row**

- A blank row will appear on top the records.
- If you change your mind before clicking save and need to cancel it out, ---You can click on Discard rectangle on the right, that will remove the row. If you already added a row, you can delete it later (see delete instructions)

The screenshot shows the same 'Add New Row' table as above. A red circle highlights the 'Save' button for the first row.

- Enter the information on the row
- When completed, Click on the Save row rectangle at the right of the screen.

The screenshot shows the 'Add New Row' table with data entered. A red circle highlights the 'Save' button for the first row.

	<input type="text"/> Search...	<input type="button"/> Filters	<input type="button"/> Download	<input type="button"/> Add new row					
Save	au_id	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_value	au_title	au_size
<input type="button"/> Save	1	7	2025	170	Vicki Langer	715-892-1209	450	Yellow Bird	20x20
<input type="button"/> Save	2	7	2025				150	Earth's Jamboree	15 x 18
<input type="button"/> Save	39	7	2028				600	Testing	2 x 4

TO EDIT A ROW:

- Select your row
- Click on the right side to get the green pencil and edit your fields. You can edit the whole row or any fields at the same time in that One row.

	<input type="text"/> Search...	<input type="button"/> Filters	<input type="button"/> Download	<input type="button"/> Add new row					
Save	au_id	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_value	au_title	au_size
<input type="button"/> Save	1	7	2025	170	Vicki Langer	715-892-1209	450	Yellow Bird	20x20
<input type="button"/> Save	2	7	2025				150	Earth's Jamboree	15 x 18
<input type="button"/> Save	39	7	2028				600	Testing	2 x 4

	<input type="text"/> Search...	<input type="button"/> Filters	<input type="button"/> Download	<input type="button"/> Add new row					
Save	au_id	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_value	au_title	au_size
<input type="button"/> Save	1	7	2025	170	Vicki Langer	715-892-1209	450	Yellow Bird	20x20
<input type="button"/> Save	2	7	2025				150	Earth's Jamboree	15 x 18
<input type="button"/> Save	39	7	2028				600	Testing	20x 40

- And the updated record is here.
- You can add or edit any other records while you are on this screen.

ADDING A NEW MEMBER RECORD (THAT IS NOT FOUND IN THE CUSTOMER DATABASE):

- Click on the ADD NEW MEMBER BUTTON

 MANITO ART LEAGUE	<input type="button" value="ADD NEW ITEM"/>	<input type="button"/> HOME	<input type="button"/> Sil
	<input type="text"/> Search...	<input type="button"/> Filters	<input type="button"/> Download
Save	<input type="text"/> au_custid	<input type="text"/> au_year	<input type="text"/> au_soldfor
<input type="button"/> S	7	2025	\$ 170
<input type="button"/> S	7	2025	
<input type="button"/> S	14	2025	\$ 100
			Mark White
			843-601-2501
			Bat

- This will pop up an empty form display to enter the new member
- Please follow the entry RULES on the first page.

Form

ID

Cust ID

AU Year

Sold For

Au Value

Purchased By

Phone

- Fill in the fields all the way down to the bottom that need to be filled in
- Fill in the needed information down the whole list....

Form

Cust ID

248

AU Year

2028

Sold For

Purchased By

Phone

Donor

Kat Nordby

Title

Blazing colors

- When you complete all the fields that need to be entered, all the way to the bottom
- Click Submit

Phone

Donor

Kat Nordby

Title

Blazing colors

Au Value

450

Size

16 x 20

Medium

Acrylic

Reset

Submit

- After Clicking the Submit, it will return you to the screen.

Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor	au_title
	7	2025	\$ 170	Vicki Langer	715-892-1209	Alfery, Christine	Yellow Bird
	7	2025				Alfery, Christine	Earth's Jamboree
	14	2025	\$ 100	Mark White	843-601-2501	Babb, Phil	Hat (Figurative)
	14	2025	\$ 220	Mark White	843-601-2501	Babb, Phil	Early Snow (Land.)

- To see the new entry, Search the New Member

Silent Auction Documentation							
Add New Item		Home		Silent Auction Documentation			
Save		au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor
	S	248	2028		Kat Nordby		Blazing colors

- When done – click back to Home button

Silent Auction Documentation								
Add New Item		Home		Silent Auction Documentation				
Save		au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor	au_title
	S	7	2025	\$ 170	Vicki Langer	715-892-1209	Alfery, Christine	Yellow Bird
	S	7	2025				Alfery, Christine	Earth's Jamboree
	S	14	2025	\$ 100	Mark White	843-601-2501	Babb, Phil	Hat (Figurative)
	S	14	2025	\$ 220	Mark White	843-601-2501	Babb, Phil	Early Snow (Land.

- To get to your Reports page, click on the reports button.

The dashboard features a purple header with the title "SILENT AUCTION Dashboard". Below the header, there are three main sections: "Calendar" (with a date selector), "ART SHOW Maintenance" (with a link to "Reports"), and a summary table with columns: year, total_soldfor, total_value, and total_percent. To the left of the dashboard is a vertical sidebar displaying abstract art images.

- Select the link you want to see in reports. You will **not** be able to get back to the dashboard page at this time. Please see Report instructions for more information.
- All reports are able to sort, filter, etc.
- Let me know if you want changes to your reports.

The Reports page has a yellow header "REPORTS". It is organized into three main sections: "MEMBERS", "ART SHOW", and "PATRONS". Each section contains several report links, such as "Member Full Rpt", "Member Email Rpt", "Member Mail Labels", "Preview Night Name Tags", "NameTags", "Patron Full Rpt", "Patron Report", "Current Patron Rpt", "Patron Mail Labels", and "Patron Tax Report".